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COMDTINST M5600.6B
DEC 11, 2007

COMMANDANT INSTRUCTION M5600.6B

Subj: UNITED STATES COAST GUARD PRINTING AND BINDING REGULATIONS

- Ref: (a) DHS MD # 0760, Purchase Card Program Manual
(b) Federal Acquisition Regulation (FAR), Subpart 8.8
(c) Government Printing and Binding Regulations Published by the Joint Committee on Printing, Congress of the United States, S. Pub 101-9, 101st Congress 2d Session, February 1990
(d) Title 44, United States Code
(e) Financial Resource Management Manual (FRMM), M7100.3 (series)
(f) Department of Homeland Security Acquisition Manual (HSAM) Chapter 3008

- PURPOSE.** This Manual establishes policies and regulations for the Coast Guard Printing Program including editing, printing, duplicating, copying, and binding.
- ACTION.** Area, district, and sector commanders, commanders of maintenance and logistics commands, commander deployable operations group, commanding officers of headquarters units, assistant commandants for directorates, Judge Advocate General, and special staff offices at Headquarters shall ensure that the provisions of this Manual are followed. Internet release authorized.
- DIRECTIVES AFFECTED.** Policy and Procedures: Printing, Duplicating, Copying, COMDTINST M5600.6A is cancelled.
- MAJOR CHANGES.** Major changes to this program include: changing of the title from Policy and Procedures: Printing, Duplicating, Copying to United States Coast Guard Printing and Binding Regulations, the removal of The Department of Transportation (DOT) as the Coast Guard's throughway to the Government Printing Office (GPO), and the requirement of new printing production/equipment report.

DISTRIBUTION – SDL No. 147

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NON-STANDARD DISTRIBUTION:

5. REQUESTS FOR CHANGES. Units and individuals may recommend changes by writing via the chain of command to Commandant (CG-61); U. S. Coast Guard; 2100 2nd Street, SW, Washington, DC 20593-0001.
6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this Manual and have been determined not to be applicable.
7. REPORTS AND FORMS. Duplicating/Copying Equipment Inventory Form, CG-5610 is available in USCG Electronic Forms on the Standard Workstation or on the Internet at <http://www.uscg.mil/forms/>, Intranet at <http://cgweb2.comdt.uscg.mil/CGFORMS/Welcome.htm>, and CG Central at <http://cgcentral.uscg.mil/>. Commercial Printing Report, JCP Form No 2 is not available in electronic format. It may be reproduced locally.

D. T. GLENN /s/
Assistant Commandant for Command,
Control, Communications, Computers, and
Information Technology

Table of Contents

Chapter 1. - General

A. Policy	1-1
B. Background	1-1
C. Definitions of Terms	1-2

Chapter 2. - Primary Responsibilities

A. Heads of Printing Management Organizations	2-1
B. Decentralized Printing, Duplicating and Copying	2-1

Chapter 3. - Regulations, Standards and Procedures

A. General Information	3-1
B. Advertisements	3-1
C. Cards: Calling, Greeting	3-1
D. Cards: Business	3-1
E. Camera Copy	3-1
F. Color Printing	3-2
G. Illustrations	3-2
H. Copyright	3-2
I. Credit Lines	3-2
J. Free Distribution	3-3
K. Identification of Publications	3-3
L. Mailing Lists	3-3
M. Paper Stock	3-3
N. Printing Requirements Resulting from Contracts and Grants	3-3
O. Private or Commercial Work	3-4
P. Security	3-4
Q. Style	3-4
R. Procedures for Obtaining Services	3-4
S. Standards	3-5

Chapter 4. - Reports

A. Responsibilities	4-1
B. Required Reports	4-1
C. Report of Transactions Involving Duplicating and Copying Equipment in the Field	4-1
D. Submitting Reports	4-1

Enclosure (1) GPO Regional Printing Procurement Offices

Enclosure (2) Commercial Printing Report, JCP Form No 2

Enclosure (3) Duplicating /Copying Equipment Inventory Form, CG-5610

CHAPTER 1. GENERAL

A. Policy. The policy of the Coast Guard is to:

1. Publish such materials as necessary to comply with legislative or regulatory requirements imposed on it.
2. Ensure that all printing and duplicating produced for the Coast Guard is limited to the work which the Coast Guard is authorized by law to undertake, and that it does not contain matter which is unnecessary in the transaction of Coast Guard business.
3. Ensure that publications and directives present their matter clearly to the intended user and are planned and produced against standards of strict economy.
4. Limit distribution of all printed matter strictly to those who have a need for the information.

B. Background.

1. Policy/Authorities. Under no circumstances should printing be procured through any other avenue than the United States Government Printing Office (GPO) “unless specifically authorized by title 44 of the U.S. Code or other statute”. It is the policy of the Department of Homeland Security (DHS) – Management; Chief Administrative Service Officer, that all printing required in support of the Agencies Mission and Programs shall be produced in accordance with the provisions of Title 44, United States Code (U.S.C.), the Government Printing and Binding Regulations of the Congressional Joint Committee on Printing (JCP), and instructions of the Office of Management and Budget (OMB), including Circular A-130, (Management of Federal Information Resources); Code of Federal Register (CFR) Title 5 – Part 1320 (Controlling Paperwork Burden on the Public) and related OMB issuances that are applicable. Printing shall be procured through the GPO as the Federal Governments Printing Procurement Officer; by utilizing any existing GPO contracts or specifically established contract(s) to meet the unique requirements on behalf of the United States Department of Homeland Security.
2. Printing Costs. Printing is a costly commodity, subject to rigid controls and continued scrutiny by Congress, OMB, the General Accounting Office (GAO) and the GPO. The cost of printing is unnecessarily increased whenever there is a lack of planning, inadequate editing, elaborate format, author's alterations to proofs or failure to take advantage of production economies.
3. Management of the Printing Program. In its regulations, the Congressional Joint Committee on Printing (JCP):

- a. Directs the heads of departments to supervise a central printing and publications management organization. This organization conducts a coordinated program which controls the development of material to be produced, procured, or distributed through the use of conventional printing and binding methods or through the use of multiple copy microform methods, and
- b. Directs that the central printing and publications management organization maintain equal responsibility and control of duplicating equipment and automatic copy processing or copier-duplicating machines.

C. Definitions of Terms. For purposes of this manual, the following definitions apply:

1. PRINTING MANAGEMENT ORGANIZATIONS are those organizational entities' authorized to provide printing and distribution services.
2. PRINTING per Reference (c) the term "printing" as used in these regulations shall be construed to include and apply to the processes of composition, platemaking, presswork binding and microform; the equipment as classified in the tables in Title II of Reference (c) and used in such processes; or the end items produced by such processes and equipment.
 - a. DEPARTMENTAL PRINTING means all "printing" which is for the use of Headquarters or for the general use in the Coast Guard regardless of the place of origin of such work.
 - b. FIELD PRINTING means all printing, binding, and related services done outside the Washington, D.C. metropolitan area.
 - c. CONTRACT FIELD PRINTING means all field printing procured from commercial sources. GPO Regional Printing Procurement Offices determine which Federal printing needs are commercially procurable, issue GPO general-usage contracts, and may also in rare occasions grant waivers authorizing commercial printing that cannot be accomplished through Government facilities or contracts.
3. GOVERNMENTWIDE COMMERCIAL PURCHASE CARD means a purchase card, similar in nature to a commercial credit card, issued to authorized agency personnel to use to acquire and to pay for supplies and services.
4. AUTHORIZED INDIVIDUAL means a person who has been granted authority, in accordance with agency procedures, to acquire supplies and services in accordance with Reference (b), Part 13, Simplified Acquisition Procedures.
5. APPROVING OFFICIAL (AO): A DHS (government) employee who has a number of Cardholders (CH) under his/her purview and who determines if the CHs' purchases were made in accordance with applicable regulations, policies, and procedures. Responsibilities include nominating CHs, reviewing monthly statements, requesting

increases in the single purchase limit and monthly limits, and ensuring the validity and allow ability of transactions of CHs for whom he/she is responsible.

6. **CARDHOLDER (CH):** A DHS (government) employee to whom purchase authority has been delegated or who is a warranted contracting officer and has been given a purchase card. The CH may use the card to purchase goods and services and/or pay for official expenses in compliance with applicable regulations and guidance. CHs must be DHS (government) employees. The CH is legally and personally accountable for the proper use of the purchase card. Purchase cards may only be used by the named CH.
7. **AUTHORIZED PRINTING PLANT** is an organizational entity to which approval has been granted by the JCP to perform printing.
8. **CAMERA COPY** is any image to be photographed for subsequent reproduction by printing or duplicating processes.
9. **COMPOSITION** includes typesetting or the preparation of final copy by any method used as a substitute for typesetting, when it is procured commercially or produced in an authorized printing plant, and is to be used in the production of printing.
10. **COPIERS/DUPLICATORS** automatic copy-processing or copier-duplicating machines, producing copies by electrostatic, thermal, or other copying processes.
11. **COPY-PROCESSING (PHOTOCOPYING)** is the production of material by diazo (chemical process used to reproduce drawings and blueprints), electrostatic, heat and similar processes in the likeness of the original document using machines including, but not limited to: Ozalid, Apeco, Xerox, Thermofac, etc. (no endorsement intended or implied).
12. **DISTRIBUTION** encompasses the development of a plan for the dissemination of printed and duplicated matter based on determination of requirements in terms of quantities and recipients and the subsequent effective execution of that plan, including provisions for initial distribution as well as back-up stock.
13. **DUPLICATORS** Offset, lithographic, sheet-fed, perfecting, and tandem: Single unit, or two-unit perfecting, and tandem, sheet-fed (11 x 17 inches with image maximum of 10 3/4 x 14 1/4 inches).
14. **DUPLICATING** means all work produced outside an authorized printing plant, by offset, spirit, or stencil processes on equipment with running areas not larger than 11" x 17" and which have a maximum image of 10 3/4" x 14 1/4" provided that no work is produced that exceeds 5,000 production units of any one page or 25,000 production units in the aggregate (combining) of multiple pages.
15. **HOUSE ORGAN** is any periodical in which the major portion of the contents consists of news items and articles concerning the activities of the Coast Guard and is intended primarily for use within the Coast Guard.

16. JOINT COMMITTEE ON PRINTING is a committee established by Title 44 of the U.S. Code and is comprised of members of the Senate and House of Representatives of the U.S. Congress. The Committee is empowered to issue regulations governing printing, binding, and distribution in the Federal Government. Section 103 of Title 44, U.S. Code reflects the remedial powers of the Joint Committee on Printing: "The Joint Committee may use any measure it considers necessary to remedy neglect, delay, duplication, or waste in the public printing and binding and the distribution of Government publications."
17. MAILING LIST is a file containing the names and addresses of individuals, organizations, foreign and local governments, etc., to whom printed and duplicated matter is sent on a recurring basis.
18. MANUSCRIPT COPY is a typewritten document submitted to a printing management organization for review, editing or composition.
19. MICROFORM means any product produced in miniaturized image format, but not including microfilming of administrative records, accounting reports or similar items.
20. MICROFORM DUPLICATING means the production of not more than 250 duplicates from original microform.
21. MICROFORM PRODUCTION UNIT means one roll of microfilm 100 feet in length or one microfiche.
22. PERIODICAL is any publication issued at regular intervals such as weekly, monthly or quarterly with a continuing policy as to format, specification, content and purpose.
23. PRODUCTION UNIT means one sheet, size 8 1/2" x 11", printed on one side, one color. Each additional color counts as an additional production unit.
24. PUBLICATION means information matter generated by or for the U.S. Coast Guard which is published as an individual document and which is stocked to be available upon request as appropriate to requestors. Public reports which meet this criteria are considered publications.
25. SIGNATURE is a printed sheet containing a multiple number of pages in increments of four, folded as one unit and forming a section of a book or pamphlet (e.g., 4, 8, 12, 16, etc.).

CHAPTER 2. PRIMARY RESPONSIBILITIES

A. Heads of Printing Management Organizations. In conforming with Coast Guard publishing and printing policy, responsibilities include the following:

1. The propriety and accuracy of matter to be printed, micropublished or duplicated;
2. Determining the necessity for printing, micropublishing, duplicating, and distribution;
3. Assuring that published material conforms with approved programs and policy;
4. Ensuring that the content of all printed matter is cleared and coordinated internally and externally, as appropriate;
5. Ensuring compliance with external requirements such as Government Printing and Binding Regulations and OMB Circular A-3, and internal requirements such as applicable Department directives;
6. Providing all printing, micropublishing, duplicating, copying, and distribution services, and such review and editing services for publications and directives required to ensure compliance with policies and standards;
7. Ensuring that services are provided in compliance with applicable laws, rules and regulations;
8. Providing technical advice and assistance to originating officials; and
9. Issuing such supplementary standards, procedures and guidelines as may be necessary.

B. Decentralized Printing, Duplicating and Copying. Paragraph 6, of the JCP Regulations (edition 26) Federal Printing – this term means all printing as defined in paragraph (1) requires that the head of each department determine where printing is to be requisitioned through a central printing and publications management organization. In the Department of Homeland Security, the central printing and publications management organization is the Printing Services, Publications, Records, Publications, and Mail Management, Office of the Chief Administrative Services. In the United States Coast Guard the central printing and publication management organization is the Printing Services, Directives and Publications (CG-612), Office of Information Management (CG-61), Command, Control, Communications, Computers, and Information Technology (CG-6).

1. Policies for Production and Procurement of Printing and Duplicating.
 - a. In-House Production. Printing or duplicating which is commercially procurable will not be produced by Department facilities. As general guidance, the JCP considers all printing and duplicating to be commercially procurable through GPO except classified materials and materials required in three (3) work days or less; in practice, the time factor may vary.

- b. Procurement from GPO Regional Printing Procurement Offices.
 - (1) Enclosure (1) shows the boundaries of the Federal Printing Regions, and lists the GPO Regional Printing Procurement Offices (RPPO). Such offices have not been established outside the forty-eight contiguous states.
 - (2) Except as provided in paragraph B.3. below, ALL printing and duplicating determined to be commercially procurable will be requisitioned from the appropriate GPO-RPPO.
- c. Procedures for requisitioning printing services are published by the GPO and are forwarded to all Coast Guard field units responsible for providing printing and duplicating services.
- d. Requisitions will be submitted through the Coast Guard unit responsible for providing printing and duplicating service in the area where the need originates. That organization will requisition the work from the GPO-RPPO in its area OR in the area of the point of distribution, whichever appears to be more beneficial.

2. Procurement from Commercial Contractors.

Note: In accordance with References (a), (b), (c), (d), and (f), Prohibited Printing Procurement Practices include, but are not limited to, the following:

- a. Use of Government Purchase Card for procurement of printing services is restricted per Ref (a), Purchase Card Program Manual, DHS MD # 0760. **Card Holders (CH) and Authorizing Officials (AOs) are responsible for ensuring that only authorized purchases are made with the purchase card.** Envelopes, printing or copying services must be procured via the Government Printing Office. If they cannot provide the services needed, a waiver must be obtained **in advance** from the GPO/GPO-RPPO to go to a commercial printer. Commandant (CG-61) is not responsible for ratification of any unauthorized procurements obtained directly through commercial vendors.
- b. CG personnel are not authorized to procure printing services directly from any commercial vendor pursuant to Title 44 U.S.C. The Card Holder will be held responsible for reimbursement to the government for any **"improper purchase"** and face possible disciplinary action. **Procurements in violation of these provisions are subject to the penalties found in section 1350 of Title 31, United States Code.**
http://www.law.cornell.edu/uscode/html/uscode31/usc_sec_31_00001350----000-.html
- c. Outside the forty-eight contiguous states where no GPO-RPPO is assigned and the customer has obtained an advance written waiver from GPO, printing and duplicating may be procured directly from commercial contractors. A written, advance waiver is required when GPO establishes a GPO-RPPO for the Federal Printing Region in which the contractor is located.

- d. All direct procurement from commercial contractors must be reported on JCP Form No. 2, "Commercial Printing Report," in accordance with the instructions on the form. (See enclosure 2). A copy of this report must also be submitted to Commandant (CG-61) in accordance with Chapter 4.
3. Authorizing the Acquisition, Relocation or Disposal of Equipment.
- a. **Printing Equipment.** To ensure compliance with the regulations of the JCP, all transactions involving the purchase, rental, exchange, relocation or disposal of printing equipment, wherever located, require prior approval of the DHS, Chief, Administrative Services. This includes all equipment for use in authorized printing plants and auxiliary equipment for use with duplicators, or copying equipment. (Auxiliary equipment includes such items as a composing machine, process camera, folder, collator, cutter, drill or other production equipment.) Forward requests via the chain of command to Commandant (CG-61).
 - b. **Duplicating and Copying Equipment in the Field.** Area and district commanders are authorized to acquire, transfer or dispose of offset, spirit stencil duplicators, and copying equipment for use in the field.
 - c. **Requests for Acquisition of Equipment.** All requests for acquisition or leasing of printing equipment shall include a complete justification. The justification shall cover the following:
 - (1) The intended use of the equipment.
 - (2) Volume of work to be produced.
 - (3) Cost of the equipment requested.
 - (4) Any alternative equipment considered and reasons for selecting the requested equipment over other competitive makes and models.
 - (5) Alternative supply source and reason for selection.

CHAPTER 3. REGULATIONS, STANDARDS AND PROCEDURES**A. General Information.**

1. No USCG printing or duplicating facility is authorized to reproduce materials for:
 - a. Non-appropriated funds activities (e.g., Officers' Clubs, Exchanges, CPO/EM Clubs, etc.);
 - b. CG Credit Unions.
 - c. Wives Clubs.
 - d. Golf Clubs.
 - e. Toastmasters/toastmistress' clubs.
 - f. Calling cards of any kind.
2. Printing of the following may be performed in printing or duplicating facilities, upon request. However, no printing of this nature will interfere with normal scheduling of mission oriented materials.
 - a. Change of command invitations and programs;
 - b. Retirement ceremonies ONLY WHEN PART OF A CHANGE OF COMMAND CEREMONY.
 - c. Local periodicals and "Welcome Aboard" type pamphlets.

B. Advertisements. No publication or other printed matter prepared or produced with either appropriated or non-appropriated funds by or at the direction of the Department of Homeland Security or Coast Guard shall contain any advertisement inserted by or for any private individual, firm, or corporation; or contain any material which implies in any manner that the Government endorses or favors any specific commercial product, commodity or service.

C. Cards: Calling, Greeting. Printing or engraving of calling or greeting cards is considered to be personal expense and shall not be purchased at Government expense.

D. Cards: Business. See Reference (e) Financial Resources Management Manual COMDTINST M7100.3 (series) for instruction on the printing of business cards.

E. Camera Copy. Camera copy and illustrations shall not be procured commercially. All requests should be sent through the local printing management organizations.

F. Color Printing.

1. Printing in two or more colors or the use of illustrations is prohibited unless they are functional and essential in enhancing clear understanding of subject matter. Color printing will not be used for decorative purposes. The following categories are examples of color work that may be justified:
 - a. maps and technical diagrams where color is necessary for clarity;
 - b. food and medical disease identification;
 - c. competitive areas of personnel recruiting; and
 - d. safety promotion and fire prevention.
2. Printing in two or more colors must be approved by heads of printing management organizations.

G. Illustrations. Illustrations are to be used in Coast Guard printed matter only when they:

1. Relate directly to the subject matter and are necessary to explain the text; and
2. Do not serve to aggrandize an individual.

H. Copyright. When copyrighted material is to be incorporated in whole or in part, in any matter to be printed, duplicated, or reproduced by or for the Coast Guard, written permission must be obtained from the copyright owner. Notice of the copyright will be included so to not mislead the public.

I. Credit Lines.

1. Courtesy credit lines are permissible only for un-copyrighted materials contributed or loaned by non-government parties. They shall be subordinate in size of type to that of both text and legends for illustrations. Lines shall be given only in an undisplayed paragraph.
2. When all un-copyrighted materials have come from a single non-government source, credit shall be given only in an un-displayed paragraph.
3. No credit lines shall be permitted for any technical illustrations, designer, typographer or layout artist.

- J. Free Distribution. No person connected with the Coast Guard shall furnish without prior JCP authorization any publications, directives, manuals, reports, etc., free to any private individual or organization in lots exceeding 50 copies or the cost of which is greater than one hundred dollars (\$100). This restriction includes free bulk distribution on any material to private individuals or organizations for redistribution to names on their mailing lists, unless the initiative for this distribution is taken by the Coast Guard.
- K. Identification of Publications. All documents and publications printed at Coast Guard expense shall have printed thereon the words, "U.S. Department of Homeland Security," and/or the Department insignia, and "U.S. Coast Guard," the date of issuance and publication number. Specific guidance for cover format can be found in U.S. Coast Guard Heraldry, COMDTINST M5200.14 (series).
- L. Mailing Lists. Mailing lists are the responsibility of the originator. Address or the list shall be validated annually to eliminate waste of funds caused by material being improperly addressed or mailed to persons no longer desiring or entitled to receive the mailings. This method of validation requires that persons receiving the publications indicate that they wish to continue to receive them. Failure to reply to a request shall automatically eliminate the addressee from the mailing list unless it is necessary for the conduct of official business. The use of titles on mailing lists in lieu of names, where possible, will reduce the costs of list maintenance. The format of address shall comply with U.S. Coast Guard Postal Manual, COMDTINST M5110.1A.
- M. Paper Stock. Only those types, grades, weights and colors of paper included within the Government Paper Specification Standards issued by the JCP shall be procured or specified for the printing, duplicating and binding of Coast Guard Material. Exception may be authorized by JCP. Forward request via the chain of command to Commandant (CG-61).
- N. Printing Requirements Resulting from Contracts and Grants. The inclusion of printing within contracts for the manufacture and/or operation of equipment and for services such as architectural, engineering, and research, is prohibited unless authorized by the JCP. This restriction does not preclude:
1. Procurement of writing, editing, preparation of manuscript copy, or preparation of related illustrative material as a part of the contract or grant.
 2. A requirement for the contractor or grantee to duplicate less than 5,000 units of only one page, or less than 25,000 units in the aggregate of multiple pages for the use of a department or agency, will not be deemed to be printing primarily or substantially for a department or agency. For the purpose of this paragraph, such pages may not exceed a maximum image size of 10 ¾ by 14 ¼ inches.

3. A requirement for administrative printing (e.g., forms and instructional materials,) necessary to be used by a contractor or grantee responding to the terms of a contract or grant. Nor does it preclude recording manuscript copy in digital form for typesetting purposes provided coding instructions have been approved by Commandant (CG-61). However, the printing of such material for the Government must be accomplished in accordance with applicable laws and regulations.
 4. A requirement for a contractor to produce or procure less than 250 duplicates from original microform, as defined in paragraph 7-2, of Reference (c), will not be deemed to be printing primarily or substantially for a department or agency.
- O. Private or Commercial Work. No work of a private or commercial nature shall be done in any authorized printing or duplicating/copying unit of the Coast Guard even if the Government is reimbursed. See paragraph 37 of Reference (c).
- P. Security. The planning, preparation, production, procurement, stocking, distribution, safeguarding and disposal of classified printed or duplicated matter shall be in accordance with established security regulations.
- Q. Style. In most cases, The Coast Guard Correspondence Manual, COMDTINST M5216.4 (series), and The Coast Guard Directives System, COMDTINST M5215.6 (series) shall be the standard guides for preparation of documentation for printing.
- R. Procedures for obtaining Services. Each printing management organization shall be responsible for promulgating procedures for obtaining services. The procedures shall contain the following information:
1. Source of service.
 2. Review point for obtaining service and certifying need.
 3. Technical advisory services (e.g., format requirements, editorial services, composition, etc.).
 4. Binding services available.
 5. All other information deemed necessary.

[NOTE: A copy of these procedures shall be forwarded to Commandant (CG-61).]

S. Standards.

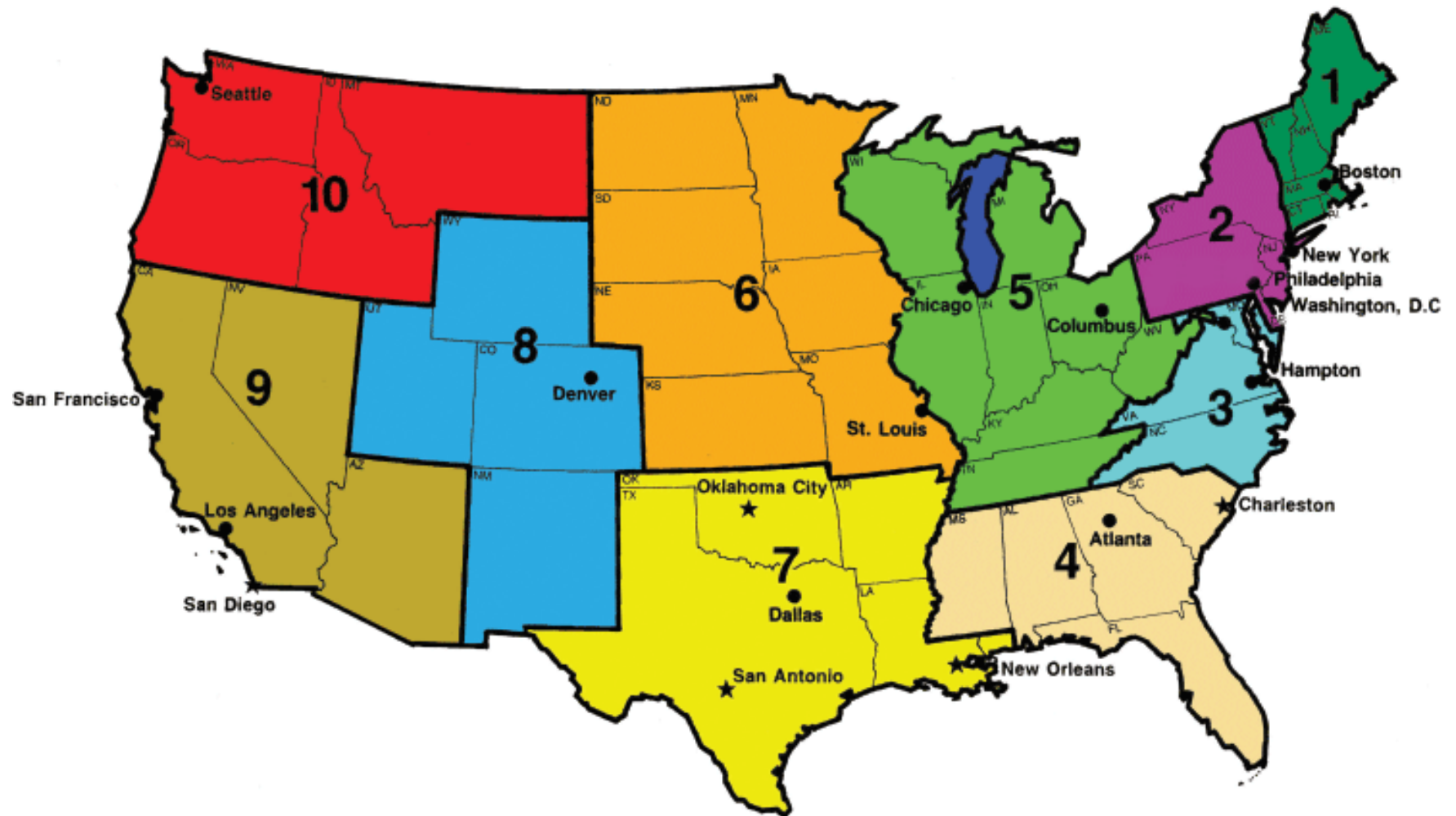
1. Binding. Only standard types of binding shall be specified or used unless the additional expense can be justified by the requesting office. Standard types of binding include saddle or side-stitched, pasted or perfect binding. Other types which generate additional costs include comb-binding and hard cover book binding. Printing management organizations, when defining procedures for obtaining binding, should list those methods available within their area.
2. Color in Publications. When use of two or more colors of ink (including black) is contemplated, the heads of printing management organizations shall be consulted during the initial planning stage. Approval shall not be granted unless the additional color(s) serve(s) a specific functional purpose. When it is agreed that the use of two or more colors is essential, the requesting official shall furnish the head of the printing management organization with a written justification. The justification shall be used as documentation and as a basis for obtaining any additional approvals required by the JCP.
3. Composition and Layout.
 - a. To the fullest extent practicable, part, chapter, section and other headings and related display matter shall be composed in the same family of type and by the same process as the text matter. Unless an exception is granted by Commandant (CG-61) during the planning stage, maximum size for body text shall be 12-point type or equivalent, and wherever practicable, smaller type sizes shall be used. Spacing between lines shall not exceed 2 points (single space typing).
 - b. Blank pages shall be eliminated when possible, with due consideration for economies inherent in the use of signatures in printing production. Format and page make-up shall be planned to reduce blank spaces to a minimum. Unless an exception is granted, all printing and duplicating shall be produced on both sides of each sheet. Bleed pages (print covers all four edges of the paper) shall be designed in accordance with imposition requirements and final trim sizes.
4. Corrections and changes in copy and proofs. All manuscript copy or camera copy shall be carefully prepared, edited and reviewed before submission for composition and/or printing. When a manuscript has advanced to galley or page proofs, nonessential improvements in the language, form or expression, punctuation, etc., shall be avoided. Author's alterations in proofs shall be kept to a minimum as they are expensive and delay production.

5. Covers. Publications not exceeding 32 pages shall have front/back cover pages of the same paper stock as the inside pages. Exceptions may be made when the publication is a part of a series. Separate covers may be authorized or used for publications consisting of more than 32 pages, however, front/back cover pages of the same paper shall be used on Coast Guard publications to the maximum extent practicable.
6. Forms and Appearance of Manuscript Copy. Copy submitted for composition shall be clear and legible. It shall be typed double spaced on only one side of the paper and shall not contain extensive additions or corrections. Paragraphs shall be completed on one page and the pages shall be numbered consecutively. Tabular matter shall be on separate sheets.
7. Illustrations. Illustrations for use in printed and duplicated matter shall be designed with full consideration as to end use and the final trim size of the page(s) on which they are to be displayed.

CHAPTER 4. REPORTS

- A. Responsibilities. Authorized printing management organizations in the field shall submit the required reports to Commandant (CG-61).
- B. Required Reports.
1. Commercial Printing Report, JCP Form No 2. A semi-annual report covering all transactions concerning composition, printing, binding and blank sheet and blank book work procured directly from commercial sources shall be forwarded to Commandant (CG-61) on JCP Form No 2 (enclosure 2) not later than 60 days after the close of the first six (6) month period (October-March) and the second six (6) month reporting period (April – September) in duplicate. A separate report shall be prepared by each field unit responsible for providing printing and duplicating service. Negative reports are not required.
- C. Report on Transactions Involving Duplicating and Copying Equipment in the Field.
1. The JCP requires the central point of liaison in each Government department to maintain information on all of the department's duplicating and copying equipment.
 2. Within 30 days following the end of the FY, commanders of MLCs, districts, and sectors for all units under their administrative control, commander deployable operations group, commanding officers of HQ units, Commander, Activities Europe, and Commandant (HSC) for USCG Headquarters, shall forward to Commandant (CG-61) a report listing describing the duplicators and copiers currently on hand. This would also include any auxiliary equipment used with said equipment on Duplicating/Copying Equipment Inventory Form CG-5610 (enclosure 3).
- D. Submitting Report. Completed reports can be either faxed to Commandant (CG-61) at (202) 475-3531 or emailed to hqs-smb-directives@uscg.mil.

GPO REGIONAL PRINTING PROCUREMENT OFFICES



Enclosure (1) to COMDTINST M5600.6B

Region	Office
1	Boston Regional Printing Procurement Office Contact: Fred Garlick, Manager Phone 617.720.3680 Fax 617.720.0281 infoboston@gpo.gov GPO Regional Printing Procurement Office 28 Court Square Boston, MA 02108-2504
2	Washington, DC - Rapid Response Center Contact: Melvin R. Allen, Assistant Manager Phone 202.512.2240 Fax 202.512.2257 inforrc@gpo.gov GPO Regional Printing Procurement Office Room C825, Stop RRC 732 North Capitol Street NW Washington, DC
2	Philadelphia Regional Printing Procurement Office Contact: Ira L. Fishkin, Manager Phone 215.364.6465 Fax 215.364.6479 infophiladelphia@gpo.gov GPO Regional Printing Procurement Office 928 Jaymore Road, Suite A-190 Southampton, PA 18966-3820

Region	Office
2	Washington, DC - Regional Operations Office Contact: Julie Hasenfus, Assistant Director Phone 202.512.0412 Fax 202.512.0381 U.S. Government Printing Office Regional Operations Office Printing Procurement Department Room C-842 North Capitol & H Streets, NW Washington, DC 20401
2	New York Regional Printing Procurement Office Contact: Ira L. Fishkin, Manager Phone 212.620.3321 Fax 212.620.3378 infonewyork@gpo.gov GPO Regional Printing Procurement Office Room 709, Seventh Floor 201 Varick Street New York, NY 10014-4879
2	Pittsburgh Customer Service Office Contact: Nancy Bednar-Escher, National Account Manager Phone 412.395.6929 Fax 412.395.4894 nbednar-escher@gpo.gov GPO Customer Service Office 1000 Liberty Avenue, Room 2032 Pittsburgh, PA 15222-5000

3

Hampton Regional Printing Procurement Office

Contact: John Robert Mann, Assistant Manager

Phone 757.873.2800

Fax 757.873.2805

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GPO Regional Printing Procurement Office
11836 Canon Boulevard, Suite 400
Newport News, VA 23606-2555

4

Charleston Satellite Printing Procurement Office

Contact: John Robert Mann, Assistant Manager

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infocharleston@gpo.gov

GPO Satellite Printing Procurement Office
2825 Noisette Boulevard
N. Charleston, SC 29405

5

Columbus Regional Printing Procurement Office

Contact: Aurelio E. Morales, Manager

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GPO Regional Printing Procurement Office
1335 Dublin Road, Suite 112-B
Columbus, OH 43215-7034

4

Atlanta Regional Printing Procurement Office

Contact: Gary C. Bush, Manager

Phone 404.605.9160

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infoatlanta@gpo.gov

GPO Regional Printing Procurement Office
1888 Emery Street, Suite 110
Atlanta, GA 30318-2542

5

Chicago Regional Printing Procurement Office

Contact: Clint Mixon, Assistant Manager

Phone 312.353.3916

Fax 312.886.3163

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GPO Regional Printing Procurement Office
200 North La Salle Street, Suite 810
Chicago, IL 60601-1055

6

St. Louis Regional Printing Procurement Office

Contact: Clint Mixon, Assistant Manager

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7

Dallas Regional Printing Procurement Office

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GPO Regional Printing Procurement Office
1100 Commerce Street, Room 731
Dallas, TX 75242-1027

7

San Antonio Satellite Printing Procurement Office

Contact: Arthur Jacobson, Manager

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Fax 210.675.2429

infosanantonio@gpo.gov

GPO Satellite Printing Procurement
1531 Connally Street, Suite 2
Lackland AFB, TX 78236-5514

8

New Orleans Satellite Printing Procurement Office

Contact: Gerard Finnegan, Assistant Manager

Phone 504.589.2538

Fax 504.589.2542

infoneworleans@gpo.gov

GPO Satellite Printing Procurement Office
U.S. Customs Bldg, Room 310
423 Canal Street
New Orleans, LA 70130-2352

7

Oklahoma City Satellite Printing Procurement Office

Contact: Tim Ashcraft, Assistant Manager

Phone 405.610.4146

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infooklahomacity@gpo.gov

GPO Satellite Printing Procurement Office
3420 D Avenue, Suite 100
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8

Denver Regional Printing Procurement Office

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GPO Regional Printing Procurement Office
Denver Federal Center
Bldg 53, Room D-1010
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9

Los Angeles Regional Printing Procurement Office

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Phone 562.863.1708

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GPO Regional Printing Procurement Office
12501 East Imperial Highway, Suite 110
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9

San Diego Satellite Printing Procurement Office

Contact: John J. O'Connor, Manager

Phone 619.497.6050

Fax 619.497.6055

infosandiego@gpo.gov

GPO Satellite Printing Procurement Office
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San Diego, CA 92108-3609

9

San Francisco Regional Printing Procurement Office

Contact: John J. O'Connor, Manager

Phone 707.748.1970

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infosanfran@gpo.gov

GPO Regional Printing Procurement Office
536 Stone Road, Suite I
Benicia, CA 94510-1170

10

Seattle Regional Printing Procurement Office

Contact: Michael J. Atkins, Manager

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Fax 206.764.3301

infoseattle@gpo.gov

GPO Regional Printing Procurement Office
Federal Center South
4735 East Marginal Way South
Seattle, WA 98134-2397

DEPARTMENT OF HOMELAND SECURITY
UNITED STATES COAST GUARD

Duplicating / Copying Equipment Inventory

Unit Address:			Point of Contact:		Email Address:		Phone Number:	Date Submitted
Type of Equipment	Manufacture	Model Number	Accessories	Serial Number	Date Installed	Own: Purchase Cost	Leased: Monthly Cost	Average Monthly Volume

Reporting Official: _____ Page ____ of ____ Signature: _____